

Part of the **Hurst** Family of Schools

**PENNTHORPE**  
NURSERY    PRE-PREP    PREP

# 1:1 Learning Support Assistant Candidate Pack



# Welcome

## THANK YOU FOR YOUR INTEREST IN THE ROLE OF 1:1 LEARNING SUPPORT ASSISTANT AT PENNTHORPE

We are delighted that you are considering joining Pennthorpe and becoming part of the community that makes our school such a special place to learn, work, and grow. At Pennthorpe, we believe childhood should be cherished and education inspiring. Our aim is to give every child a joyful, ambitious, and nurturing journey—one that builds confidence, curiosity, kindness, and resilience. We want pupils to leave us not only with strong academic foundations, but with the character and compassion to thrive in an ever-changing world.

Excellence here is defined by more than outcomes; it lives in the warmth of relationships, the vibrancy of classrooms, and the genuine care shown for others. Our staff bring energy, expertise, and a deep commitment to ensuring every child is known, valued, and inspired.

To join our team is to embrace school life wholeheartedly. We look for colleagues who bring enthusiasm, warmth, and a sense of fun, and who understand the privilege of helping children flourish. Pennthorpe is a place where everybody is somebody, and where teamwork, high expectations, and genuine care sit at the heart of school life.

I am immensely proud of our school and the people who make it such a rewarding place to work. If you would like to visit or discuss the role informally, please contact Lauren Manvell ([recruitment@pennthorpe.com](mailto:recruitment@pennthorpe.com) | 01403 822391). When you are ready, applications can be submitted via our online form.

Thank you for considering Pennthorpe. We appreciate the time invested in your application, and each one will be reviewed with care. I look forward to hearing from you.

Mr Jon Marler  
Head of School

# About Pennthorpe

Pennthorpe is a thriving, happy, and purposeful school where children are at the heart of everything we do. It is a special community shaped by wonderful pupils, dedicated staff, and supportive families. We believe childhood should be joyful, nurturing, and full of opportunity, and we seek professionals who share this belief and want to make a meaningful difference in young lives.

We are a school with a strong sense of family. Every child is known, valued, and supported, and relationships sit at the centre of our culture. Kindness, openness, and respect underpin daily life, creating an environment where children feel safe, confident, and ready to learn. Staff work in a collaborative, caring environment where high expectations sit comfortably alongside warmth, humour, and mutual respect.

Pennthorpe offers a broad and enriching education that celebrates individuality and recognises that success looks different for every child. Small class sizes, excellent pastoral care, and creative, responsive teaching help pupils develop confidence, curiosity, resilience, and independence. Staff are encouraged to innovate, reflect, and contribute ideas that shape provision across the school.

Our curriculum is rich and varied, including Forest School, sport, swimming, the arts, trips, and a lively programme of clubs and enrichment. We believe every child is unique and brilliant, and we design learning that nurtures their strengths and character. Care sits at the heart of our ethos, with every child choosing a trusted adult Champion, and our motto, "Born not for ourselves alone," guiding daily life.

Pennthorpe is proud to be part of the Hurst Family of Schools, offering staff access to shared expertise, excellent professional development, and clear pathways for progression, while maintaining our distinctive identity.

This is a school full of warmth, energy, and optimism, where staff feel valued, trusted, and supported to grow.



## Our Aims

- To inspire all pupils with the ambition to discover and achieve excellence
- To stimulate and nurture all pupils on a uniquely personal journey of self-development
- To build a community and develop relationships that make a positive difference
- To invest in the future of our children.

# Pennthorpe – Part of the Hurst Family of Schools

From the beginning of the Spring Term 2026, Pennthorpe became part of the Hurst family of schools through an exciting new partnership with Hurstpierpoint College. This development marked a significant and positive step for our community, strengthening our long-term future while honouring everything that makes Pennthorpe distinctive.

Pennthorpe and Hurst share deeply aligned values, a child-centred ethos, and a commitment to exceptional education. Becoming “Pennthorpe – Part of the Hurst Family of Schools” allows us to remain the warm, nurturing school we have always been, while benefiting from the experience, stability, and opportunities that come from being part of a larger, well-established group.

Our pupils and staff gain from enhanced collaboration, increased stability in a changing educational landscape, and the strategic strength of working alongside a respected partner. At the same time, Pennthorpe continues to operate with its own Board of Governors and retain responsibility for its safeguarding, performance, and strategy, ensuring continuity and protecting our unique identity.

For those joining our team, this is an exciting moment to be part of Pennthorpe’s evolution, combining the spirit, ambition, and close-knit community of our school with the wider opportunities and support offered by Hurst.



# Why Join Us?

I LOVE WORKING AT PENNTHORPE; IT IS SUCH A TIGHT-KNIT COMMUNITY WITH A SUPPORTIVE AND DEDICATED STAFF, WHO VALUE THE EDUCATION AND GROWTH OF EACH INDIVIDUAL CHILD, WHILST GIVING THEM INCREDIBLE OPPORTUNITIES TO THRIVE. IT REALLY IS A WONDERFUL PLACE TO WORK.

**Charlotte Gallina Breese, Year 3 Teacher**



PENNTHORPE IS MORE THAN JUST A WORKPLACE, ITS A VIBRANT, NURTURING COMMUNITY WITH AN OUTSTANDING PASSION FOR EDUCATION. WHETHER YOU ARE INSPIRING YOUNG MINDS IN THE CLASSROOM OR SUPPORTING THE SCHOOL'S WIDER MISSION, YOU WILL BE PART OF A TEAM THAT CELEBRATES CREATIVITY, COLLABORATION AND CONTINUOUS LEARNING.

**Jessica Doodes, Head of Marketing & Communications**



HAVING BEEN AT PENNTHORPE FOR A NUMBER OF YEARS, I CAN HONESTLY SAY THAT WORKING ALONGSIDE SUCH TALENTED AND PASSIONATE INDIVIDUALS TRULY FEELS LIKE A PRIVILEGE. THERE IS A REAL SENSE OF CAMARADERIE WITHIN THE TEAM, AND THE CHILDREN ARE GENUINELY AT THE HEART OF EVERYTHING WE DO.

**Wendy Stanbridge, Teaching Assistant**



# The Benefits

There are many reasons to join Pennthorpe, including:

- Great autonomy to focus on things that make the biggest difference, and to enable all to bring their own personality and character to the workplace
- Friendly and supportive team and a busy staff social calendar
- Staff wellbeing opportunities including dedicated staff wellbeing initiatives as well as an annual Whole School Wellbeing Week
- An allocated mentor to help with all queries and concerns
- Support for working parents
- Professional development opportunities
- Numerous career progression opportunities
- Personal Accident cover, including dental
- Contributory stakeholder pension scheme
- School lunches, cooked on-site, are provided to all staff during term time
- Secure on-site parking



# 1:1 Learning Support Assistant



This role requires a Learning Support Assistant who is reflective, attentive, and committed to providing personalised, high-quality support for a pupil with complex educational and health needs. You will develop a strong understanding of the child, working closely with the Head of Learning Support, class teacher, and external professionals to ensure a consistent and informed approach. Combining empathy, adaptability, and professionalism, you will ensure the pupil feels safe, supported, and confident to engage fully in their learning and wider school experience.

At Pennthorpe, this role sits within a culture of inclusion, collaboration, and genuine care. You will play a key role in enabling access to the curriculum and supporting the implementation of the Education and Health Care Plan (EHCP). This includes providing support within the classroom, in small groups, and through individual sessions such as sensory breaks, while maintaining a calm, purposeful, and inclusive learning environment that meets both academic and wellbeing needs.

You will be proactive in preparing and adapting resources, working in partnership with colleagues and external specialists such as Occupational Therapists, Educational Psychologists, and Speech and Language Therapists. You will support the planning and delivery of tailored activities, while carefully following agreed health and safety procedures, including feeding plans and guidance around liquids. You will remain vigilant to risk, including monitoring wellbeing, while supporting safe interaction and positive engagement throughout the school environment.

The ideal candidate will be patient, observant, and proactive, with a strong commitment to fostering independence, resilience, and confidence. You will work as part of a multidisciplinary team, contributing to planning, review processes, and ongoing communication with staff, families, and external agencies. You will use encouragement and positive reinforcement to support engagement, facilitate social interaction, and advocate for the pupil's needs, while upholding school policies, safeguarding responsibilities, and a shared commitment to ensuring every child feels valued and able to flourish.





# Role Overview

We are seeking a dedicated and compassionate 1:1 Learning Support Assistant to provide tailored support for a pupil with additional educational and health needs. This is a highly rewarding role, requiring patience, adaptability, and a commitment to helping a child access learning with confidence and independence.

## Supporting the pupil

- Provide dedicated 1:1 support for a pupil with additional educational and health needs, enabling full access to the curriculum and promoting engagement in all aspects of school life.
- Implement the pupil's Education and Health Care Plan (EHCP) effectively, adapting support strategies to meet individual learning, communication, and wellbeing needs.
- Work closely with the class teacher, Head of Learning Support, and external professionals to ensure consistent, informed, and high-quality provision.
- Prepare and adapt resources and learning activities to suit the pupil's needs, supporting progress through individual, small group, and in-class learning.
- Support the pupil's health, safety, and wellbeing throughout the day, including adherence to feeding plans, risk management, and vigilance to medical needs.
- Use encouragement, praise, and appropriate behaviour strategies to foster independence, resilience, and confidence in learning.
- Promote inclusion by facilitating positive peer interaction and supporting participation in classroom activities, playtimes, and the wider school environment.
- Contribute to planning, assessment, and review processes, providing clear feedback on progress and supporting effective communication with staff, families, and external agencies.

# Person Specification

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- Experience of supporting children with additional educational needs, with a good understanding of inclusive practices and how children learn.
- Ability to implement targeted support strategies confidently, adapting approaches to meet individual learning, communication, and wellbeing needs.
- Strong communication and interpersonal skills, building positive and professional relationships with pupils, colleagues, parents, and external professionals.
- Patient, observant, and adaptable, with the ability to respond calmly and effectively to changing situations throughout the school day.
- A nurturing and positive approach, combined with high expectations of behaviour, engagement, and independence.
- Good organisational skills, with the ability to prepare resources, follow structured plans, and contribute to consistent provision.
- Commitment to safeguarding, confidentiality, and promoting the health, safety, and wellbeing of all pupils.

Please note that this contract is dependent upon the attendance of the specified 1:1 pupil at Pennthorpe. Should the pupil no longer attend Pennthorpe, then the contract will be terminated with suitable notice given.

*This overview outlines the key responsibilities of the role, and candidates are encouraged to download the full job description from our website for a comprehensive understanding of the post. As Pennthorpe continues to grow and develop, the responsibilities of this role may be reviewed periodically to support both the evolving needs of the school and the post-holder's ongoing professional development.*



## How to Apply

If you are ready to take the next step and apply to become part of our inspirational team, please submit your application using our electronic Application Form (<https://www.pennthorpe.com/application-form/>) which includes uploading a covering letter by the application deadline.

- Contract: Between 10 & 27.5 hours per week, term time only, plus INSET days
- Start Date: September 2026
- Application Deadline: Monday 20<sup>th</sup> July
- Interview Date: Week Commencing Monday 27<sup>th</sup> July
- Responsible to: Head of Learning Support
- Salary: £12,750.38 (pro-rated)



## Equal Opportunities

Pennthorpe is an equal opportunities employer and welcomes diversity. We would love applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age.

## Safeguarding

Pennthorpe is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

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